

Dates to remember:

**August 15, 2010** Return date for the Teaching Agreement and Job Description.

August 31, 2010 – 9:00-1:00 new teacher training

September 1st and 2nd 9:00-1:00 All teacher training

September 2 1:00-5:00 First Aid and CPR

Enclosed Materials for review:

 Teaching Agreement

Letter

 Teacher handbook

Job Description

ECERS-R and others for your Homeroom – To be mailed later

 August 12, 2010

Hello Becky,

 Welcome to our Red Apple Staff! Red Apple was started in 1981 as a hobby. The objective of our school was to provide the very best early childhood education for our children in a warm, welcoming and fun environment. Eventually, we had to institute sound business practices as the “hobby” approach would not allow us to continue in a fiscally sound manner but our objective has never changed. We are pleased to offer you a position on our staff and invite you to join us as we strive to create a great environment for young children. We are pleased that you had an opportunity to sub with us last year and get a sense of our school. Other staff members believe you will be a good match for our program and Tom and I look forward to getting to know you.

 Currently, we are requesting you to be an Assistant Teacher during the day, reporting to Carrie Edwards and the Lead teacher in the afternoon from 3:30 until 5:00. Please understand that parents are sometimes late. It is rare that it is more than a few minutes but once or twice last year it was 20 or 30 minutes due to accidents on I95. We are kind to our parents when they are late and the accountant takes care of reminding them of the rules and late charges. You will be paid time and a half for over time and you will sign out in the afternoon when the last parent leaves. We will accumulate your over time and pay when you reach 1 hour. (Left over minutes will be calculated at the end of the year.) It is also possible that we are starting another young three year old class and, if you are interested, we will consider you for that position which is a Teacher position that will increase your responsibilities and salary.

 Every year the handbook is revised to comply with state and accreditation standards so it is important that you review it every year. When reviewing the handbook, please remember that this is not a basket of fruit to pick from. It is the policies of the school that you agree to follow upon hire for this year.

 Additionally, you will find two job descriptions that describe the job you do. Please sign and return it with your Teacher Agreement. We will sign it and put it in your teacher file.

 Carrie and I will be in and out of the CountryWood office beginning August 9, 2010. New teacher orientation is scheduled for new teachers at 9:00 – 1:00 on Tuesday, August 31, 2010. All teacher orientation is scheduled for 9:00-1:00 September 1th and 2th. First Aid and CPR is scheduled for 1:00 on September 2nd. Remember that all staff must be current in these. If you do not attend this training, you will be required to get it on your own and at your own expense. For us to maintain our accreditation, all staff must have current First aid and CPR.

 We hope you are enjoying your summer. Please return your Agreement as soon as you can. (Please read everything in this mailing before you sign your agreement. It will count toward 4 hours of training.) If you have questions, email www.redappleschools@yahoo.com.

 All indications say that the recession is over and the economy is on the upswing. We are looking forward to better times and a great year!

We look forward to seeing you in September!

 Nancy